



Employee Handbook

Welcome to InHealth Staffing!

You have joined one of the fastest growing healthcare providers. This handbook is intended to acquaint you with InHealth Staffing and to provide you with information and a general understanding of our working conditions, employee benefits, and personnel policies affecting your employment.

This handbook:

- Describes many of your responsibilities as an employee of InHealth Staffing;
- Answers many common questions concerning employment with this organization.

You should read, understand and comply with all provisions of this handbook.

This handbook, employment applications, and any other policy statements are not to be considered as contracts of employment for any specific period of time or for so long as certain conditions exist, nor are they intended to create contractual obligations of any kind. Neither the employee nor the Company is bound to continue the employment relationship if either chooses, at their will, to end the relationship at any time, with or without cause.

The employment relationship between InHealth Staffing and its employees is defined by the “employment at will” doctrine. The employment-at-will doctrine provides that you and the Company are free to terminate this employment relationship at any time, with or without cause and with or without notice. The employment-at-will doctrine will govern your relationship with the Company so long as you are an employee.

No employee manual can anticipate every situation or answer every question about employment. In order to retain necessary flexibility in the administration of policies and procedures, the Company reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this manual.

Because InHealth Staffing is a growing and changing organization, it reserves full discretion unilaterally to add, modify, delete or otherwise change provisions of this manual, or the policies or procedures on which they may be based, at any time without advance notice or other consideration. For this reason, we urge you to contact your Manager to obtain current information regarding the status of any particular policy, procedure or practice.

Office Information and Phone Numbers

InHealth Staffing
8 The Green
Suite B
Dover, DE 19901
856-316-4655
856-338-8336 (fax)

Business office hours:

9:00 A.M. – 5:00 P.M., Monday – Friday

Ongoing communication with the office is essential to providing consistent, comprehensive care. We want to hear from you! Remember - someone is available 24 hours a day. Below is a helpful list of who to call for specific information.

After hour's services:

We offer coverage 7 days a week, 24 hours a day. After business hours, we provide an on call staffing coordinator to assist you with any issues.

Reasons to call after hours:

- Cancellations— If you need to cancel a shift in which you are scheduled, contact us immediately but at least two hours prior to your scheduled shift.
- In the event of a delay of your arrival to a scheduled shift
- To report injury during scheduled shift
- To return calls regarding your availability to staff open shifts
- Emergency situations

Scheduling

856-316-4655

Contact the Client Service Representative/Staffing Coordinator for scheduling matters including:

- Update of your hours of availability
- Confirming a shift
- Canceling an assignment
- Reporting schedule changes
- If asked to pick-up additional shifts while at the facility

Please make sure that we always know your availability for assignments. It is important to stay in communication with us at least weekly. If we know your availability and how to reach you, the more likely it is you will receive the assignments you want.

Reminder: All schedule changes **MUST** be done through the InHealth Staffing office or Crelate Scheduling system. Employees are paid and clients are billed from the office schedule, so it is necessary to report any changes in hours on the day of the schedule changes, prior to the change.

About InHealth Staffing

Since 2022 InHealth Staffing has been meeting the supplemental staffing needs of a variety of health care facilities including assisted living facilities, nursing homes, long-term care facilities and therapy centers. We provide a wide range of health care professionals including Registered Nurses, LPNs, CNAs, and physical, occupational and speech therapists.

InHealth Staffing is independently owned and operated.. Corporately, InHealth Staffing is based out of Dover DE. The owners of InHealth Staffing have more than 20 years of staffing industry experience.

At InHealth Staffing we operate in a mutually beneficial way in order to earn your trust as a partner to meet your staffing needs. We are responsive, we care, and we know that long term relationships are earned through providing experienced health care professionals who possess the specific skill set to successfully function in the position in which they are staffing.

Mission Statement

InHealth Staffing is a healthcare organization committed to providing the highest degree of service possible to our clients and the broadest range of employment opportunities to our employees. The company strives to operate in a mutually beneficial relationship with our clients and employees. We are highly responsive. We care. We know that leadership is earned through caring, hard work, innovation, and creativity.

Goals and Objectives

Our core values are essential and provide guidance in developing strategic direction and creating a vision for the future. Our core values help differentiate us and serve as a framework for everything we do. InHealth Staffing's core values are:

Integrity: We act openly and truthfully in all that we do and comply with laws and regulations.

Compassion: We care about others' needs.

Customer Focus: We value long-term relationships by being committed to listening, respecting, and responding to our customers' needs.

Innovation: We find solutions and are resourceful in meeting customers' needs.

Financial Responsibility: We continue to grow and prosper to ensure long-term opportunities for our employees and customers.

CODE OF ETHICS

Provision 1: The clinical staff, in all professional relationships, practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.

Provision 2: The clinical staff's primary commitment is to the patient, whether an individual, family, group, or community.

Provision 3: The clinical staff promotes, advocates for, and strives to protect the health, safety, and rights of the patient.

Provision 4: The clinical staff is responsible and accountable for individual delivery and meeting standards of practice.

Provision 5: The clinical staff owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.

Provision 6: The clinical staff participates in establishing, maintaining, and improving health care environments and conditions of employment conducive to the provision of quality health care and consistent with the values of the profession through individual and collective action.

Provision 7: The clinical staff participates in the advancement of their profession through contributions to education and knowledge development.

Provision 8: The clinical staff collaborates with other health professionals and the public in promoting community, national, and international efforts to meet health needs.

NOTE: If an ethical issue does arise, please use the form on the following page to resolve the issue. Return this form to InHealth Staffing and the office will handle it.

Summary of Ethics Investigation and Action

Date: _____

Identify the problem related to the ethical issue: _____

Investigate all information relevant to the issue.
 Individual(s) assigned to gather information: _____

Relevant facts gathered:
 Customer's perspective of the identified problem _____

 Perspective of other relevant individual(s) _____
 Impact on patient's care _____

Involve relevant others
 Experts consulted _____
 Others consulted _____

Interpret the information and analyze the issue within the context of the following:
 The organization's written code of business ethics say: _____
 Current standards of practices relative to this situation say: _____
 Law and regulations say: _____

Isolate the conflicting forces
 Party #1's desired outcome _____
 Party #2's desired outcome _____

Implementation Plan

Action	Responsible Person	Due Date

Employment Procedures

When to Call the Office (or On Call)

Please call the InHealth Staffing Office (or On Call) if any of the following occur:

- You need help with an assignment or have a question about your assignment;
- Your personal information changes, i.e. address, phone numbers, income filing status change;
- You are injured or become ill during an assignment;
- You are ill or have a personal emergency that prevents you from being able to work your assignment;
- Want to request a change of unit in a facility
- Have been involved in an incident involving a patient
- The client asks you to work longer than your assigned times. All additional time worked must be approved by the InHealth Staffing office.

Work Standards for InHealth Staffing Employees

In addition to your job responsibilities, there are several other standards we expect all employees to adhere to:

ACCEPTING ASSIGNMENTS

When you are offered any assignment, you will receive as much information as we have available. It is your decision to accept the assignment. We ask that you consider all the facts: which shift, the hours, and if travel is involved. The customer, InHealth Staffing and patients are depending on you if you accept the assignment. Also, let us know why you decide not to accept any assignment so that we better understand your preferences. If you are offered an assignment outside your area of competence, please let us know immediately so that we can make sure that our information is correct.

FLOATING ASSIGNMENTS IN A FACILITY

From time to time, a facility customer may ask you to work in another unit or area of the facility other than that to which you were initially assigned. This usually occurs due to census/bed count or changes among facility's employees. It is the policy of InHealth Staffing and its customers that you remain open to that change of assignment **provided that**:

- You have any required license, qualifications, and experience to work in that unit/area of the facility;
- You have the skills/experience to meet the needs of the patient assignment;
- You have been evaluated by InHealth Staffing and have a completed skills checklist in your employee file for that unit/area of the facility.
- The facility will provide the proper orientation to that unit/area.

Whenever you are asked to perform an unfamiliar intervention or task, or if you are asked to work in a facility in a unit other than assigned by InHealth Staffing, you **MUST** call the office (856-316-4655) and discuss the situation with either your Staffing Coordinator or the On-Call representative before accepting the reassignment.

NO CALL/NO SHOW POLICY

All assignments and schedule changes must be done through contact with our office. When you accept an assignment, we expect that you will be there. If an emergency arises and you cannot make the assignment, you must call the office immediately as soon as you know that you will not be there.

NO CALL/NO SHOW on any assignment may result in disciplinary action, including termination. Employees who cancel frequently on short notice may be terminated.

CANCELLATION POLICY

InHealth Staffing gives you the flexibility to choose your work schedule, and allows you to arrange personal matters. Please only cancel an assignment for unforeseen emergencies.

When you accept a routine assignment (same time every week) you need to plan the rest of your schedule around your work schedule, and give plenty of notice when you anticipate conflicts. A minimum notice of one week is requested.

1. When you cancel an assignment we expect you to call as soon as possible but a minimum of two hours prior to the start of your scheduled shift.
2. Employees must personally contact the office by telephone. Do not have friends or relatives call for you.
3. Two cancellations in a one (1) month period may result in a written warning, and more excessive cancellations could result in your termination.
4. Extenuating circumstances involved with cancellations will be evaluated on an individual basis by management.

OVERTIME POLICY

Our work week begins with the start of the day shift on Saturday and ends with the end of the night shift on Friday. Any hours worked in excess of 40 hours per work week are compensated at one and a half times the regular rate.

NOTE: Any time worked over 40 hours in a work week **MUST** be pre-approved by InHealth Staffing. If you are asked to work overtime by the facility or organization, contact us immediately.

Please remember that you may have several different assignments but you may not work more than 40 hours in a work week without pre-approval from our office.

ID BADGE/DRESS CODE

As an InHealth Staffing employee, you are issued an identification badge and you may be issued an ID Badge of the facility where you will be working when you are hired. It is your responsibility to wear the designated ID badge in plain view when working for InHealth Staffing. If you misplace your InHealth Staffing ID badge, please make arrangements with us to have it replaced before your next scheduled assignment by calling our office at 856-316-4655.

The dress code for your assignment is determined by your assigned customer facility or organization. However, standard healthcare professional appearance is expected including clean, short nails, no perfume and light make-up, jewelry limited to a watch, wedding ring and stud earrings. No facial piercing should be worn during your assignment. The InHealth Staffing coordinator is available to answer any questions you may have about the dress code for an assignment.

NOTE: In addition to following our Employee Responsibilities we have outlined, make sure you follow any specific guidelines outlined by the facility you are working at.

Confidentiality

Reminder: We protect personal health information of any patient in accordance with the federal HIPAA law and regulation, applicable state law and regulation, and the policies and procedures of the assigned facility or organization.

Pay Periods

Pay periods are one week long, beginning with the start of the first shift on Saturday and ending with the last shift on Friday. Pay day is the following Friday. If you want automatic deposit into your personal bank account, please complete the proper forms.

InHealth Staffing utilizes a time clocking system within the Crelate site. You will be required to complete your time worked within this system unless the facility that you are working at requires you to use their time clocking system. In the event you need to use a paper time sheet the time sheet must be signed by a representative at the facility in which you worked. Paper time sheets must be emailed to our office by noon on Monday. Weeks that involve holidays may require an early process of the time slips, you will be contacted.

You must notify InHealth Staffing of any change in address, marital status, tax withholding status or any other significant information in order to process payroll accurately.

Online Payroll Instructions

Now you have access to check stubs, W-2's and more. This is instant access to information you need when you need it.

To activate your account, go to: www.primepoint.com

1. From the homepage click login and Select "Employee Experience"
2. On the login screen select "Need to Enroll?"
3. Follow the on screen instructions
4. Your employee experience enrollment code is INHEAL

Timesheet Instructions

- Please use a new time slip for each shift worked.
- Fill out completely prior to obtaining the authorized signature.
 - Your name
 - Facility name
 - Unit
 - Date of shift
 - In and out times accurately
 - Meal time (1/2 hour will be automatically deducted if you are unable to take a meal break and have a nursing supervisor initial.)
- Authorized Client Signature needs to be the charge nurse, DON, ADON, or designee of the facility. Agency personnel cannot sign timecards.
- InHealth Staffing's workweek is Sunday through Saturday
- Time slips can be faxed to 866-682-3114
- Time slips are due by noon on Monday, any time slips received after that will be paid the following week

Bonus Opportunities

We strive to make your own experience with InHealth Staffing such a positive experience that you are willing to refer your friends and co-workers. Please call us with contact information of the nurse(s) you are referring. Once the nurse or therapist you refer works 80 hours you will receive a referral bonus in the amount of \$300. (Remember do not recruit in the facilities while on assignment.)

InHealth Staffing may offer a Contract Completion Bonus. We appreciate your dedication and commitment and feel that it should be rewarded. The contract completion bonus is based on completing a contracted assignment without cancellation. Bonus amounts may vary based on the assignment type and duration. Please ask your recruiter for details.

Employer Protection

InHealth Staffing provides workers' compensation insurance, comprehensive general liability insurance and professional liability coverage.

InHealth Staffing pays and deducts for Social Security, federal, state, and local taxes.

InHealth Staffing contributes to the Unemployment Insurance fund.

Holidays

InHealth Staffing mirrors the holiday schedules of the facilities in which we serve. If you are assigned to a shift which the facility recognizes as a holiday shift you will be compensated at one and one half of your regular rate.

Performance Management & Evaluation Processes

InHealth Staffing maintains a job description for all positions. This description includes a summary of duties and responsibilities assigned to employees classified with that title. It specifies the prerequisite education and experience required. Any special licenses or certificates that may be required are also documented.

NOTE: Current Employee Credentialing Requirements are required to maintain your active employee status. If at any time your credentials expire, or are not kept current, your active status will be changed and your record will be classified as inactive until your documents are current or renewed. Following is a listing and timeline for specific credentialing requirements:

EMPLOYEE CREDENTIALING REQUIREMENTS

Health Statement	Pre-Employment
MMR	Pre-Employment
Hepatitis B vaccination or declination form signed	Pre-Employment
Skills Assessment	Annually
TB Test	Annually
Training in the following topics appropriate to your assignment:	
Infection Control/ Bloodborne Pathogens (OSHA)	Annually
Hazardous Materials/Chemicals	Annually
Age Specific Testing	Annually
Cultural Diversity	Annually
Environmental Safety	Annually
Fire Safety	Annually
Patients Rights	Annually
Domestic Violence	Annually
Joint Commission National Patient Safety Goals	Annually
Use of Chemical/Physical Restraints	Annually
HIV/AIDS	Annually
HIPAA Compliance	Annually
Skills Check List	Updated as skills change or every two years.
CPR	Current at all times

EVALUATIONS

Performance evaluation is an ongoing process where you, InHealth Staffing, and the facilities we serve work together toward continued professional improvement, development and fulfillment in your career. InHealth Staffing provides each facility in which you are placed with a quarterly evaluation.

As an employee of InHealth Staffing, you are expected to perform and to conduct yourself in accordance with the established policies, rules, and procedures. Failure to do so may result in your being placed on a Performance Improvement Plan resulting in disciplinary action. Some behaviors that may result in disciplinary action may include:

- Completing personal work while on assignment
- Sleeping during an assignment
- Soliciting payments or gifts from patients
- Excessive absences/cancellations excused or unexcused (refer to cancellation policy)
- Excessive tardiness excused or unexcused
- No call/No show
- Leaving assignment prior to scheduled end of shift without authorization

- Fail to keep your credentials updated

Workers' Compensation Insurance

Report any personal injury to the office immediately.

Contact your InHealth Staffing office for the necessary information to assist you if you need immediate medical attention or simply need to report a minor injury.

Under the rights and benefits established in the Workers' Compensation Act, a prompt report of any injury must be made, no matter how minor it may appear at the time. In compliance with the Workers' Compensation Act, a written report of the injury must be filed with the State Labor Department.

Equal Employment Opportunity Policy

InHealth Staffing is an equal opportunity employer it is the policy of the company that all of our applicants and employees receive equal consideration and treatment. All personnel actions such as compensation, benefits, layoffs, returns from layoffs, terminations, training, social and recreational programs, recruitment, job assignments, hiring, transfers and promotion will be on the basis of qualification of the individual for the positions being filled regardless of race, color, religion, age, sexual orientation, marital status, disability, veteran status or citizenship status.

The objective of the company's commitment to equal opportunity employment is, wherever possible, to include for consideration for employment members of minority groups, females, the handicapped, Vietnam Era veterans and disabled veterans. All decisions regarding the terms and conditions of employment and job assignments must be based on the individual's qualifications and bona fide occupational qualifications for the job in question, and the feasibility of any necessary job accommodations.

Family and Medical Leave

In accordance with the Family and Medical Leave Act of 1993 ("FMLA"), InHealth Staffing will provide up to 12 weeks of unpaid family or medical leave in a 12-month period for eligible employees. A 12-month period for determining when the 12 weeks of leave entitlement occurs is a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.

Policy against Harassment (including Sexual Harassment)

InHealth Staffing has been and will continue to be committed to providing a work environment where all employees are treated with dignity and respect. We maintain our unequivocal commitment that harassment on the basis of an employee's race, religion, color, national origin, citizenship, marital status, sex, age, sexual orientation, Vietnam Era or disabled veteran status, or the presence of a non-job related physical, mental or sensory disability, or any other protected status does not occur and will not be tolerated at InHealth Staffing office. This prohibition against such conduct covers non-employees as well, such as a vendor or client.

Any employee who is found, after appropriate investigation, to have engaged in actionable harassment of another employee will be subject to disciplinary action, up to and including, termination.

Sexual harassment is a form of misconduct which undermines the integrity of the employment relationship and will not, under any circumstances, be tolerated. The EEOC has issued guidelines on the subject of

sexual harassment. Sexual harassment is very clearly a violation of the law. Sexual harassment includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made explicitly or implicitly as a term or condition of an individual's employment.
- Submission to or the rejection of such conduct by an individual is used as the basis for making employment decisions affecting the individual or;
- Such conduct is for the purpose or has the effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment does not refer to occasional comments of a socially acceptable nature. Sexual harassment refers to behavior which has a negative affect on employee morale, and which is, therefore, damaging to the employment relationship. Some examples of prohibited behavior are: unwelcome flirtations, advances or propositions, offensive comments of a personal or sexual nature, the display of suggestive objects, pictures or other materials, or any unwelcome physical contact. Such conduct by a company employee including all supervisory, non-supervisory and staff employees is strictly prohibited.

In addition, it is forbidden to imply or threaten that an applicant's or employee's "cooperation" of a sexual nature (or refusal to "cooperate") will have any effect on the individual's employment, assignment, compensation, advancement, career development or any other condition of employment.

Any employee who believes that he or she is being sexually harassed should immediately report the incident. If a supervisor is aware of any incident of sexual harassment in the workplace, regardless of the fact that no employee has filed a complaint, it is the supervisor's responsibility to immediately report any such incident to the manager.

All employees may be assured and certain that all sexual harassment complaints will be promptly and fairly investigated and resolved. If the investigation determines that the complaint is valid, all steps necessary to resolve the problem will be promptly taken, including appropriate disciplinary action of the offending employee, which can include immediate termination.

ALCOHOL AND DRUG RESTRICTIONS

Illegal drugs and alcohol in the workplace pose a danger to us all. They impair safety and health, promote crime, lower productivity and impair our ability to provide high quality service. For these reasons we cannot and will not tolerate the illegal use of drugs or alcohol abuse by any of our employees.

All employees are prohibited from unlawfully manufacturing, distributing, possessing, using or being under the influence of alcohol, illegal drugs or prescription medication without the proper prescription while at work. The use of illegal drugs, alcohol or prescription drugs without a valid prescription outside of the workplace that affects your ability to work is prohibited. This policy extends to cover regular and temporary employees working in clients' facilities. Any employee violating the above policy will be subject to dismissal/termination.

InHealth Staffing utilizes testing as an objective way to know whether an employee is or has recently used drugs or if he/she has alcohol or other impairing substances in their system. InHealth Staffing may test for drugs and/or alcohol or other harmful substances in the following circumstances:

- *As a requirement of the staffing assignment;*
- *There is reasonable cause to believe that an employee may be under the influence of alcohol or drugs;*

- *The employee has been involved in an incident in the workplace or elsewhere resulting in damage to persons or property; and*
- *The employee has been randomly selected for testing based on the client's workplace policies.*

NOTE: Should you as an employee refuse testing requested by InHealth Staffing, you may be subject to disciplinary action, including termination.

Involuntary Terminations

Conditions may arise that necessitate the discharge of an employee or a reduction in the workforce. It is impossible to list all the possible grounds that might constitute involuntary terminations. Involuntary termination includes situations such as unsatisfactory job performance or violation of a Company policy. Acts that are detrimental to the Company and grounds for immediate termination without notice include, but are not limited to:

- Any act that adversely affects the Company, its employees' or customers' integrity, security, effectiveness or safety
- Unethical behavior
- Theft
- Unauthorized possession or removal of property from premises
- Vandalism
- Insubordination
- Use of alcohol or drugs in a manner which impairs performance
- Criminal acts
- Falsification of records/data
- Major security violations

Emergency Plans

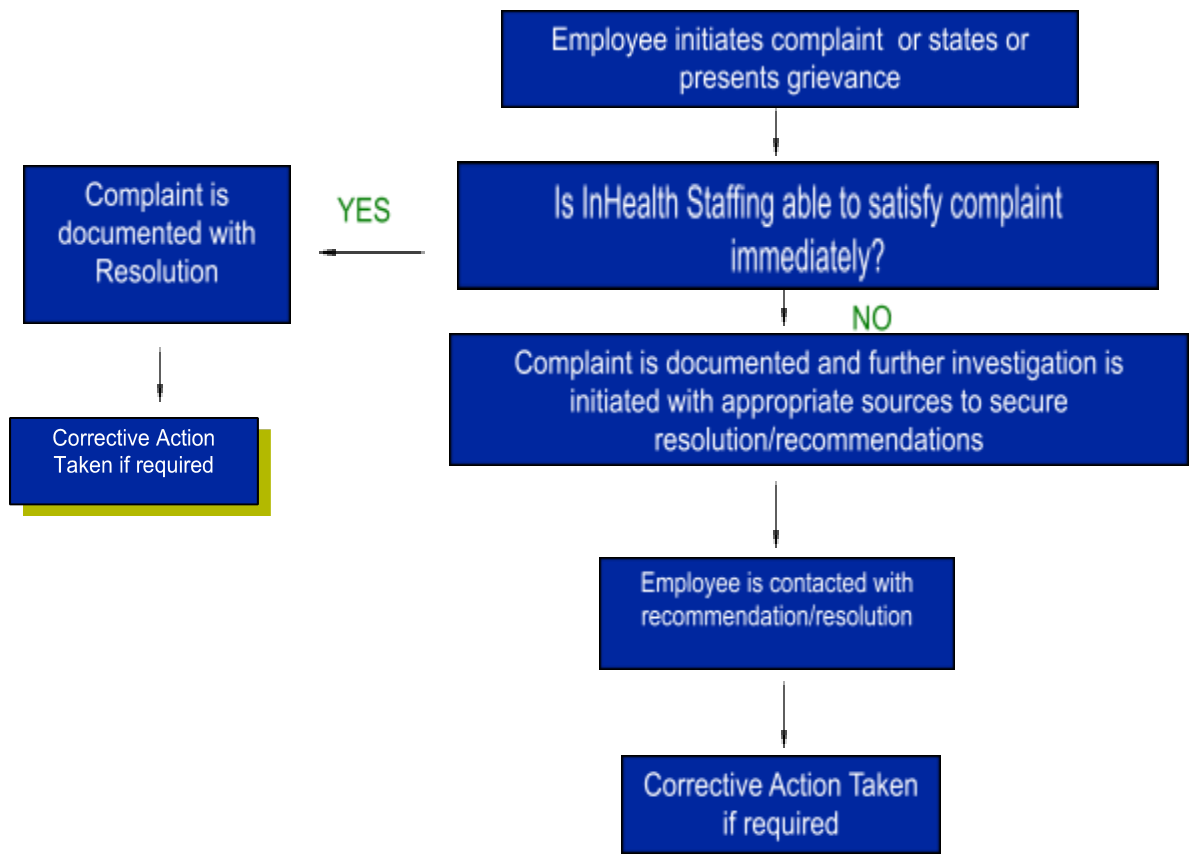
In case of an emergency that jeopardizes the InHealth Staffing office, continue on with your scheduled shift. We will be able to continue our responsibilities outside of the office.

In case of a natural disaster such as a snowstorm, flood, etc., unless otherwise notified, you are expected to still work your shift. However, we do not expect you to put yourself in any danger, use your best judgment in these events. If you need to cancel, call the office immediately.

COMPLAINT REPORTING/GRIEVANCE RESOLUTION POLICY

InHealth Staffing fosters and promotes an atmosphere where employees can speak freely with members of the office staff and management team. Employees are encouraged to openly discuss with their Staffing Coordinator any problems so that the appropriate action may be taken. If the Staffing Coordinator cannot be of assistance, a Manager is available. InHealth Staffing will make every effort to respond to your concern within 3 business days and to reach final resolution within two weeks of receipt of your complaint or sooner. Employees are not subjected to coercion, discrimination, reprisal, or unreasonable interruption of services for voicing complaints or recommending changes. InHealth Staffing's process is in accordance with all local, state and federal law, regulation or contract requirements.

Please contact your InHealth Staffing office at 856-316-4655 with any complaint/grievance. We will follow the process outlined when addressing your complaint/grievance.



Use this complaint form to file a complain with InHealth Staffing if one were to arise.

Conflict of Interest

It is our hope that we don't run into any conflict of interests with our employees or employers. However, if they do arise, whether it is an issue for the employee or employer, use this form to file that. InHealth Staffing will handle the issue from there.

Annual Conflict of Interest Disclosure Statement

A Guiding Principle of the Company is that employees will avoid any conflict of interest and the appearance of any conflict of interest between us and any outside interests.

I certify that I have the following interests which may pose or be viewed as posing a conflict of interest with my service on behalf of the Company. I am aware that not only my own interests, but the interests of my family, close personal associates, and close business associates must be disclosed. I understand that these conflicts may in no way impair my service on behalf of the Company or a subsidiary, and that the purpose of disclosure is to ensure this.

I certify that I have reviewed this conflict of interest policy before making these disclosures.

<u>Outside Interest of Affiliation</u>	<u>Specific Interest of Role</u>	<u>Nature of Potential Conflict</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

I understand that completing this form does not exhaust my responsibility for disclosing actual or potential conflicts of interest, and I will disclose any additional conflicts as soon as they arise.

I hereby certify that all the above information is true and complete to the best of my knowledge.

I would like to discuss this form with the Owner/Administrator before completing it.

SIGNATURE DATE

PRINT NAME TITLE

NOTE: Pertinent conflicts of interest involving staff and customers will be resolved with the benefit of the customer in mind. Resolution of the conflict will be documented and filed in the employee file.

Incident Report

In the event of a patient incident, please use the following form located on the resource section of our website.

Employee's Acknowledgment

DATE: _____

I have acknowledged receipt of the InHealth Staffing Employee Handbook and that I have read and understand the policies and procedures in it. I understand that the manual describes certain policies and procedures of InHealth Staffing and is a guideline to assist all employees in understanding and following InHealth Staffing policies and procedures. I further understand that the manual is subject to change at the discretion of management and that InHealth Staffing may change or discontinue policies and procedures as it finds necessary. Furthermore, **nothing contained in the manual or any other statements, either verbal or written, concerning policy and procedure constitutes a contract of employment.**

I agree that either InHealth Staffing or I can terminate our employment relationship at any time, with or without cause and with or without notice, except that where possible due notice will be given by both.

I understand that all records are considered to be the property of InHealth Staffing and copying them in any way or giving information in them to anyone without InHealth Staffing approval is prohibited. Any violation of this policy may result in legal proceedings against me.

AGREEMENT NOT TO WORK FOR CLIENTS of InHealth Staffing

I understand that InHealth Staffing employees are assigned to the Client to render temporary services and are not assigned to become employed by the Client. I further acknowledge the considerable expense incurred by InHealth Staffing to advertise, recruit, interview, evaluate, reference check and quality control its employees. Accordingly, I understand that I may not work independently for any client unless it is arranged through InHealth Staffing and I am advised by management of this change. I understand I am to refer any requests of this nature to management so that InHealth Staffing is compensated for its expense.

I HAVE READ, UNDERSTAND AND AGREE TO COMPLY WITH THE STAFFING EMPLOYEE HANDBOOK AND AGREE NOT TO WORK DIRECTLY FOR CLIENTS OF InHealth Staffing.

Employee's Signature

Witness
InHealth Staffing